

# PROSPECTUS 2014/15



**Distance Learning Centre Ltd**

28/10 Malalasekara Mawatha, Colombo 07, Sri Lanka

[t] +94 (0) 11 2554966/2554946 [f] +94 (0) 11 255 2474 [e] nkamaladasa@dlcsrilanka.org [w] www.dlcsrilanka.org

# PROSPECTUS 2014/15



## **Mission**

A value driven center for global knowledge sharing, striving to use advanced learning modes in a user friendly environment, with a dedicated team of professionals, while meeting the preferred aspirations of its stakeholders.

## **Vision**

To become the most preferred center for global knowledge sharing using the state of the art technology unleashing human talent.

**Registered Office**  
28/10, Malalasekara Mawatha  
Colombo 7, Sri Lanka

**Auditors**  
Dayananda  
Samarawickrama & Co

**Internal Auditors**  
B R de Silva and Company

**Secretaries**  
Esjay Corporate Services  
(Pvt) Ltd

**Bankers**  
Bank of Ceylon

# DLC

## Chairman's Message



Distance Learning Center (DLC) has been providing variety of learning opportunities for both public and private sector employees. It has been in the forefront in bringing new global knowledge through its video conference facility. It also has specialized in providing IT related training.

It's global linkages and the wide external faculty gives it a unique advantage to offer any kind of training program. It also could help you to develop your e-learning products.

DLC also offers its facilities, including the computer labs, with fast web browsing on rent. DLC is ready to serve you any time of the day and with its friendly staff assures you a satisfying training experience. Many public and private enterprises who have made use of it had commended its service. Hope you would also use its capacity to improve your human resources and launch your learning initiatives at the Distance Learning Center.

**Mr. Jinasiri Dadallage**  
Chairman, DLC

# DLC Contents

## Contents

Corporate Information	5
DLC Board of Directors	6
Strategic Direction	7
DLC Team	8
DLC Facilities & Competitive Edge	9-11
Programs we Offer	
• Advance Excel (Using Ms Excel 2010)	13
• Learning the Art of Presenting (Using MS Power Point 2010)	15
• Project Management with MS-Project 2013	17
• Network & System Administration Essentials	19
• Web Application Security	21
• Grooming Young executives into Tomorrow's Leaders	23
• Communication & Interpersonal Skills	25
• Writing Workplace Documents	27
• Report Writing	29
• Training of Trainers	31
• Business Development and Administration of SME	33
• Understanding Civil Engineering Projects - for Non Engineers	35

# DLC Corporate Information

## Legal Status

Distance Learning Centre Ltd. (DLC) was incorporated, under the Companies Act, on 01 Nov 2001 and commenced its operation on 26 March 2002.

It is a fully state owned company functioning under Ministry of Public Administration & Home Affairs.

DLC has the flexibility of a company and the strength of a government institution.

DLC is a part of the Global Development Learning Network of the World Bank Institute, which provides cost effective learning opportunities and capacity building programs through its interactive, multi-channel network, a flexible learning system of multi-site videoconferencing, Internet and other advanced communications technologies.

## Principal Activities

Global knowledge sharing, e-learning, training, education and providing training and business promotion venue for clients from public and private sectors on rent.

It operates as a test center and undertakes conducting of exams.

Its video conference facilities are used for job interviews, court procedures, thesis presentations and business meetings.

# DLC Board of Directors



**Mr. Jinasiri Dadallage**

MSc (HRD) University of Manchester, UK  
Director General, SLIDA  
Chairman, DLC



**Mr. S. H. A. M.  
Abeyratne**

B A Economics, B Phil  
Economics (Uni Colombo),  
MA Economics, Dip  
Development Economics  
(Uni Manchester UK)  
Chairman, The Finance  
Company PLC



**Mr. Faizal Salieh**

B A Economics (First Class Honors) MBA (Sri J)  
Former Managing Director, Amana Bank  
And Member of the Main Committee of the Ceylon Chamber of Commerce



**Ms Tania Alikie Perera**

ACMA (UK), MBA (Sri J)  
Additional Secretary General Financial Controller Ceylon Chamber of Commerce



**Mr. B. Wijerathne**

BBA (Sri J), MPA (Sri J)  
Secretary, Ministry of Youth Affairs and Skill Development



**Ms. Kalyani  
Gunathilake**

MBA (Sri J), MSc Policy Economics (Uni. Illinois, USA), BA (Hons) Sociology (Sri J)  
PG Dip.in Economic Development (Uni of Col.),  
Asst. Governor  
Central Bank of Sri Lanka



**Mr. T. Naleen Ossen**

BSC(Pub Admn)(USJ), Post Graduate Diploma In MGT(USJ),  
MPM Project Management (SPS-SLIDA)  
Director, Department of Public Finance,  
The Secretariat



**Ms. Lilakshi de Mel**

MIMIS (UK), EDBA (Uni Colombo)  
Senior Assistant Secretary General Ceylon Chamber of Commerce  
(Alternate Director)

# DLC Strategic Direction

## Our Values

- We are innovative and creative
- We are responsive to customer needs
- We are driven by sense of urgency
- We are accountable and committed
- We believe in competency development

## Objectives

To carry out the mission of global knowledge sharing for development of human capital it is necessary that DLC needs to carry out specific functions to achieve the same while building its capacity to sustain.

Hence following broader objectives have been formulated

1. To provide global knowledge sharing platforms on key global issues
2. To facilitate global knowledge sharing process and promote advance education by developing ICT skills
3. To facilitate developing a knowledge society by making available learning material and information of the World Bank's Global Distance Learning Network and other fraternal learning networks
4. To make DLC a financially viable organization so that it could keep on achieving the broader objectives and mission in the long run.

# DLC Team



**Nishantha Kamaladasa**  
Chief Executive Officer  
B Sc Eng, MIE Sri Lanka  
C. Eng, MBA (Sri J)



**Aruna Buddhika**  
IT & Technical Manager  
MSc - IS/IT-SM,CCNA



**Keerthi Wijesekera**  
Learning Development and  
Marketing Manager  
MBA - UK , MCIM ,AABE



**Lakshika Kalubowila**  
Finance and Administrative  
Manager  
BBA (Sp) 2nd Class Upper Division  
(Hons.), Part qualified in CA ,AAT



**Lakmali Samarasekara**  
Executive Secretary



**Suleka Dissanayake**  
Administrative Assistant



**Nirosha Priyadarshani**  
Secretarial Assistant



**Romesh Perera**  
IT Assistant



**Dhanushka Dushanthi**  
Secretarial Assistant

# DLC Facilities, Competitive Edge

- State-of-the-art video conferencing facility with connectivity established via a dedicated Internet link. This facility is available in a spacious auditorium where 40 active participants with personal microphones and 40 other observers could sit. It is also supported with 50 branded computers.
- Two multi-media rooms equipped with computers (one with 25 and the other with 50).
- Spacious lobby that could be converted in to a face to face training venue. This also could be used for break up sessions.
- The total facility is air-conditioned and backed up by an automatically on generator that supports air-conditioning as well, which ensures uninterrupted training opportunity even in a power failure.

Facility	Maximum participants (Face to face)	Maximum participants (With computers)	Can be used for
Main Auditorium	100	50	Video conferencing and training
Computer Lab	50	50	Training
Mini Auditorium	40	25	Video conferencing and training

## Catering

- Clients have a choice for best catering facilities.
- Depending upon the requirements the choice can be made out of eight menus varying from basic to special arrangements.
- A spacious lobby is available to entertain participants.

## **Accommodation**

- Accommodation facilities can be arranged at a nominal cost of Rs. 2,100 per person per night (inclusive of breakfast and dinner provided) or at Rs. 1,800 per person per night (room only)

## **Location**

- Located centrally in Colombo in a serene learning environment DLC provides the clients with ample parking.
- DLC is easily accessible by public transport. Baudhdhaloka Mawatha is just 100 m away.
- Narahenpita and Bambalapitiya railway stations are within 15 minute walking distance

<b>Facility</b>	<b>Full day rent (7 hours; 25-50 participants)</b>	<b>Computer use per hour</b>	<b>Internet per hour</b>	<b>Lunch and refreshment per person (Optional)</b>
Main Auditorium	Rs. 29,700	Rs. 180	Rs. 60	Rs. 800
Multimedia PC Lab	Rs. 21,700	Rs. 120	Rs. 60	Rs. 800
Mini Auditorium	Rs. 17,300	Rs. 120	Rs. 60	Rs. 800

## **Services**

- Provision of resource persons on any subject of client's choice.
- E-learning capacity building with training on content development, web development, learning management systems, etc.
- Video-conferences for business meetings and job interviews.

## Cross section of courses we have conducted

- Young Executive Development
- Learning the Art of Presentation
- English Language Skills
- Office Documentation and Business Writing
- Systems Networking and Administration
- Project Management with Microsoft Project
- Report Writing
- Microfinance Training of Trainers
- Science and Policy of Climate Change
- Disaster Response Training for Nurses
- Natural Resource Management
- Korea Development Experience
- Teacher Training
- Principle Training

## DLC competitive Edge

- Sri Lankan Node Point of the Global Development Learning network
- Close relationships established with International Organizations such as Asian Productivity Organization
- State of the art video conference facility
- Point to point (dedicated) internet link

- Computer labs equipped with branded computers
- Spacious air-conditioned rooms supported by a backup generator that supports air conditioning
- Flexible hours of operation
- Friendly competent staff
- Superior technical support
- Proven external faculty
- Located in a learning environment in the heart of Colombo with adequate parking

## Contact DLC

Distance Learning Centre Ltd.  
28/10 Malalasekara Mw;  
Colombo 07.

Tel: 011 255 4966, 2554946  
011 2554947, 2559315

Fax: 011 255 2474

Email: nkamaladasa@dlcsrilanka.org  
keerthi@dlcsrilanka.org  
buddhika@dlcsrilanka.org

Web: [www.dlcsrilanka.org](http://www.dlcsrilanka.org)



## Rationale

Many officers do not use the advanced functions of MS Excel to do their calculations, analysis and data presentations easily. The program is designed to improve these areas with introduction to advanced functions of MS Excel.

## Target Group

This is targeted at staff officers who use Excel on a day to day basis.

## Objective

To empower participants with the necessary knowledge to get to know the advanced functions of MS Excel and how to use it appropriately for improved productivity.

## Contents

- Interface changes of excel 2010
- Table based capabilities and data sets
- Professional chart creation
- Spark-line analysis
- Advanced filtering for better accuracy
- Pivot tables to save time and delivery
- Data validation capabilities
- Handing data arrays with office excel
- Group data and sub group data

- Calculate the sub totals and other results
- Tracking precedence and dependents of data records and formulas

## Method

The topics will be covered through interactive lectures with hands on practical sessions and exercises. There will be a peer level guided learning sessions to perform team work in an organized way.

## Duration

2 days

## Class size

Maximum 30 participants

## Cost per head

Rs. 8,000 per person. Group discounts (5%) are available for those institutions who send more than 5 participants.

(The fee include the design, delivery of the course, the developing and producing training material, lecture room charges, computer usages charges, facilitation charges and lunch)

## Dates

---

Dates will be announced when adequate number of participants have been registered for the program.

## Other details

---

It is a non-residential course.

## How to apply

---

Use the application form available at the end of the prospectus and fax (011 2552474) or email it to [keerthi@dlcsrilanka.org](mailto:keerthi@dlcsrilanka.org)

Application form could be downloaded from the DLC website [www.dlcsrilanka.org](http://www.dlcsrilanka.org)

## Inquiries and Clarifications

---

**Call Keerthi Wijesekara (0112559315, 0718161110)**

# Learning the Art of Presenting

(using MS Power Point 2010)

## Rationale

Many officers are required to do presentations in various areas of their work to superiors , juniors or to subordinates. But due to lack of knowledge in preparation of the presentations , techniques available in Power Point and basic skills of presenting most of the presentations are a failure. The program is designed to bridge this gap to bring out the best in presentations.

## Target Group

This is targeted at staff officers who are to make presentations at various forums.

## Objective

To empower participants with the necessary knowledge to design a power point presentation and impart skills necessary to do such a presentation, using innovation and creative thoughts in optimum expression.

## Contents

### They will be able to identify

Basic Communication Principles with special reference to Power point supported presentations

- Clarifying the purpose
- Conceptualizing the message/the idea

- Pitching your idea effectively to suit the audience
- Best practices in content selection
- Structuring and sequencing a presentation – entrance, Body and conclusion
- Formatting and organizing
- Key attributes-clarity, concise, comprehensive
- Key words selection for queues
- Font size, type and visual levels
- Emphasizing with color, typo, pictures, sounds and animation
- Internalizing and binding the audience
- Review for consistency, Spelling

## Power-point features strengths and limits of each

- |  |   |
|--|---|
| <ul style="list-style-type: none"><li>• Layouts</li><li>• Animations, sounds and pictures</li><li>• Sequencing and jumping</li><li>• Sideshows</li><li>• Movements</li></ul> | <ul style="list-style-type: none"><li>• Designs</li><li>• Links</li><li>• Transitions</li><li>• Speed</li></ul> |
|--|---|

## They will also be able

- to use communication principles, power-point features and subject knowledge to create an effective power-point presentation
- to present such a designed product to an audience to capture their attention, to convey the message and internalize it so that they would be influenced to take action or change

## **Method**

First two areas would be covered through interactive lectures and group discussions and the latter two will be covered by designing an actual presentation and presenting it. Presentations would be video recorded and played back. There will be a peer level guided learning sessions to perform team work in an organized way.

## **Duration**

3 days (It is suggested to have the program in 3 phases;

Phase 1 will consist of two days learning at DLC

Phase 2 will be a break from the learning and participants will prepare themselves for the presentation while attending to work in the organization, Phase 3 will be of one day duration in which participants will make presentations which will then be reviewed.)

## **Class size**

Maximum 25 participants

## **Cost per head**

Rs. 12,000 per person. Group discounts (5%) are available for those institutions who send more than 5 participants. (The fee include the design, delivery of the course, the developing and producing training material, lecture room charges, computer usages charges, facilitation charges and lunch) DVD with presentation.

## **Dates**

Dates will be announced when adequate number of participants have been registered for the program.

## **Other details**

It is a non-residential course.

## **How to apply**

Use the application form available at the end of the prospectus and fax (011 2552474) or email it to [keerthi@dlcsrilanka.org](mailto:keerthi@dlcsrilanka.org)

Application form could be downloaded from the DLC website [www.dlcsrilanka.org](http://www.dlcsrilanka.org)

## **Inquiries and Clarifications**

**Call Keerthi Wijesekara (0112559315, 0718161110)**

# Project Management with MS-Project 2013

## About the course

This course is primarily aimed at teaching project management, but with the use of the most popular software package for the purpose. It starts with basics but within a course of eight days trains the participants to use MS-Project 2013 for advanced purposes. Hands-on training will be provided with individual computers.

## Target Group

Middle managers, especially in the fields of engineering, finance, accounting and general administration

## Objective

To empower participants with the necessary knowledge to get to know the advanced functions of MS Excel and how to use it appropriately for improved productivity.

## Contents

### Day 1

General Concepts - General Management, Project Management, Project Environment, Project Management knowledge and skills, Principles of Project Management, Project Management Systems and Processes, Organizational Structures, Project Life Cycle, Needs Analysis, Feasibility, Studies Role of the Project Manager, Team

Building, Project Planning, Work Breakdown Structure, Project Control and Coordination, Techniques for dealing with Conflicts, Project Closeout.

### Day 2

Integration Management, Scope Management, Time Management, Cost Management, Quality Management, Human Resource Management, Communications Management, Risk Management, Procurement Management, Stakeholder Management.

### Day 3

Introduction to MS Projects 2013, Calendars, WBS, Tasks, Gantt chart, Automatic Scheduling, Manual Scheduling, AOA Network, AON Network, Task Information, Estimating Durations for a Task, Task types, Tasks Dependencies, Task Constraints, Task Inspector, Project Views, Project Uncertainty and Risk Management.

### Day 4

Resource Schedule, People Resources, Equipment Resources, Material Resources, Cost Resources, Resource Availability and calendars, Assigning Resources to Tasks, Work, Units and Duration, Effort Driven Scheduling.

### Day 5

Calculation Engine for Scheduling, Removing or replacing a resource assignment, Advance Resource Scheduling, Budget for a Project, Task Usage View, Resource Usage View, Customizing Views and Tables, Formulas for custom fields, Resource Constraints, Resolving Scheduling Problems, Resolving Resource Problems, Resolving Conflicts, Critical Path to schedule a Project.

## **Day 6**

Finalizing Project Plan, Baseline Plan, Tracking a Project, Rescheduling Incomplete Work, Examining Task Costs, Examining Resource Costs, Reviewing Schedule Variances, Project 2013 Forms, Project Reports, Macros, Visual Report.

## **Day 7**

Monitoring Actual costs, Checking Cost Variance, Work Variance and Duration Variance, Variance Analysis, Earned Value Analysis, S Curve analysis, Forecasting project performance, What – if analysis.

## **Day 8**

Working with Multiple Projects, Resource Pool, Shared Plan, Consolidating Project Plans, Enterprise Project Management, Project Databases, Introduction to Project Server, Working with Web-based Projects, Closing a project, How to Make Project Management Work in Your Organization.

## **Duration**

08 days

## **Class size**

Maximum 25 participants

## **Cost per head**

Rs. 29,500 per person. Group discounts (5%) are available for those institutions who send more than 5 participants.

## **Dates**

Dates will be announced when adequate number of participants has been registered for the program.

## **Other details**

It is a non-residential course. A week-day as well as a week-end course will be conducted.

## **How to apply**

Use the application form available at the end of the prospectus and fax (011 2552474) or email it to [keerthi@dlcsrilanka.org](mailto:keerthi@dlcsrilanka.org). Application form could be downloaded from the DLC website [www.dlcsrilanka.org](http://www.dlcsrilanka.org)

## **Inquiries and Clarifications**

**Call Keerthi Wijesekara (0112559315, 0718161110)**

# Network & System Administration Essentials

## Rationale

Many officers in organizations are in need of basic knowledge in system and network administration. The program offers knowledge in many areas of system and network administration including, installation, configuration of a Local Area Network (LAN) or a Wide Area Network (WAN), Managing and maintaining computer systems and networks, System and network security measures and system control vs Wireless Technologies, etc.,

## Target Group

This is targeted at who are attached to the IT division of organizations.

## Objective

To train new system & network administrators.

## Contents

- Need of a computer system and a network in an organization
- Installation, configuration of a local area network (LAN) or a wide area network (WAN)
- Managing and maintaining computer systems and networks
- Proper data backups and disaster recovery
- System and network security measures and system controls
- Wireless technologies
- Open source programs

- Data storage methods
- System upgrading
- Cloud computing
- Virtualization
- Visionary procurement
- Web hosting, web management and Intranet

## Method

The topics will be covered through interactive lectures with hands on practical sessions and exercises. There will be a peer level guided learning sessions to perform team work in an organized way.

## Duration

6 days

## Class size

Maximum 30 participants

## Cost per head

Rs. 20,000 per person. Group discounts (5%) are available for those institutions who send more than 5 participants. (The fee include the design, delivery of the course, the developing and producing training material, lecture room charges, computer usages charges, facilitation charges and lunch)

## Dates

Dates will be announced when adequate number of participants have been registered for the program.

## Other details

It is a non-residential course.

## How to apply

Use the application form available at the end of the prospectus and fax (011 2552474) or email it to [keerthi@dlcsrilanka.org](mailto:keerthi@dlcsrilanka.org). Application form could be downloaded from the DLC website [www.dlcsrilanka.org](http://www.dlcsrilanka.org)

## Inquiries and Clarifications

**Call Keerthi Wijesekara (0112559315, 0718161110)**

# Web Application Security

## Rationale

Today, every organization has its own web site to make its presence known to the world and carryout business transactions or business critical functions. As every organization goes online, many problems can arise which are directly related to the security of web applications.

## Target Group

This is targeted at who are attached to the IT division of organizations and who are interested in web security.

## Objective

To cover the common vulnerabilities that are leveraged by attackers, the principles of securing Web applications, and general defence techniques to protect against future attacks.

## Contents

- Introduction to web application security
- Case study including live demonstration of attack scenarios
- Threat modeling
- Identification of top 10 vulnerabilities based on open web Application security project (OWASP)
- Best practices for secure code development

## Method

The topics will be covered through interactive lectures with hands on practical sessions and exercises. There will be a peer level guided learning sessions to perform team work in an organized way.

## Duration

1 day

## Class size

Maximum 50 participants

## Cost per head

Rs. 8,000 per person. Group discounts (5%) are available for those institutions who send more than 5 participants. (The fee include the design, delivery of the course, the developing and producing training material, lecture room charges, computer usages charges, facilitation charges and lunch)

## Dates

Dates will be announced when adequate number of participants have been registered for the program.

## **Other details**

It is a non-residential course.

## **Inquiries and Clarifications**

**Call Keerthi Wijesekara (0112559315, 0718161110)**

## **How to apply**

Use the application form available at the end of the prospectus and fax (011 2552474) or email it to [keerthi@dlcsrilanka.org](mailto:keerthi@dlcsrilanka.org)

Application form could be downloaded from the DLC website  
[www.dlcsrilanka.org](http://www.dlcsrilanka.org)

# Grooming young Executives into Tomorrow's Leaders

## Rationale

Junior officers in organizations are in need of soft skills to get promoted to next level in organizations. We have identified the following key areas which are important for new Managers. Empathy, Perception building, Decision making, Stress Management & Positive Thinking, Attitude Building, Negotiation Skills, Presentation skills & Public Speaking, Communication for Customer Service, Self-Marketing, Leadership & Team Building. Program will introduce key concepts in all above areas.

## Target Group

This is targeted at staff officers who aspire to climb the ladder of the organization.

## Objective

To Groom Young Executives in to Leaders

## Contents

### Conceptual Competency Necessary to Optimum Decisions

- Brain orientation
- Mental traps
- Different decision making approaches
- Taking major decisions in life

### Orienting Young Executives to Face the Emerging World

- World trends-economic development, technological and educational trends
- Changing role and the changing job of the public sector amidst the changes
- Traditional careers vs new careers and new challenges in the traditional careers as a result of the new trends and how young executives should get ready to face changes in the emerging world

### Leadership and Team Building

- Transactional and transformational leaders
- Managers and leaders
- Leaders role in building teams
- Leaders Skill Set
- Leadership types and styles

### Vision, Mission, Self-Marketing and Network Building

- Importance of having a vision for personal life and career
- Importance of having multiple goals and balancing life and career
- Marketing self
- Network building and maintaining

### Decision Making

- Decision process
- Decision traps
- How to make effective decisions without falling to the traps

## **Use positive thinking to win over people and win in life**

- NLP techniques to win people
- Positive life outlook

## **Negotiating Skills**

- Negotiating in resolution
- Special issues related to the youth
- Managing different relationships

## **Public Speaking**

- Presenting an idea in a meeting
- Addressing a small gathering in an office setting winning people in a presentation

## **Communication and Customer Relationship Management**

- Building customer relationships
- Customer satisfaction
- Communicating with different people at different times
- Sharing informative and positive messages with appropriate technology
- Delivering negative messages & crafting persuasiveness

## **Method**

Contents would be covered through interactive lectures, group discussions, individual assignments and group activities.

## **Duration**

6 days

## **Class size**

Maximum 30 participants

## **Cost per head**

Rs. 20,000 per person. Group discounts (5%) are available for those institutions who send more than 5 participants. (The fee include the design, delivery of the course, the developing and producing training material, lecture room charges, computer usages charges, facilitation charges and lunch)

## **Dates**

Dates will be announced when adequate number of participants have been registered for the program.

## **Other details**

It is a non-residential course.

## **How to apply**

Use the application form available at the end of the prospectus and fax (011 2552474) or email it to [keerthi@dlcsrilanka.org](mailto:keerthi@dlcsrilanka.org). Application form could be downloaded from the DLC website [www.dlcsrilanka.org](http://www.dlcsrilanka.org)

## **Inquiries and Clarifications**

**Call Keerthi Wijesekara (0112559315, 0718161110)**

# Communication and Interpersonal Skills

## Rationale

Junior officers in organizations are in need of communication and interpersonal skills to work efficiently in organizations. We have identified the following key areas which are important for employees in organizations, Decision making, Attitude Building, Negotiation Skills, Presentation skills & Public Speaking, Communication for Customer Service Program will introduce key concepts in all above areas.

## Target Group

This is targeted at staff officers who aspire to climb the ladder of the organization.

## Objective

To unlock the hidden fears of public speaking, presentations and facilitation of meetings.

## Contents

- Negotiation skills
- Communication & writing skills
- Public speaking
- Moderating and facilitating
- Presentations skills

- Conducting meetings
- Customer relationship management
- Team work
- Win-win conversations
- Cross cultural communication

## Method

Contents would be covered through interactive lectures, group discussions, individual assignments and group activities.

## Duration

6 days

## Class size

Maximum 30 participants

## Cost per head

Rs. 20,000 per person. Group discounts (5%) are available for those institutions who send more than 5 participants. (The fee include the design, delivery of the course, the developing and producing training material, lecture room charges, computer usages charges, facilitation charges and lunch)

## Dates

Dates will be announced when adequate number of participants has been registered for the program.

## Other details

It is a non-residential course.

## How to apply

Use the application form available at the end of the prospectus and fax (011 2552474) or email it to [keerthi@dlcsrilanka.org](mailto:keerthi@dlcsrilanka.org). Application form could be downloaded from the DLC website [www.dlcsrilanka.org](http://www.dlcsrilanka.org)

## Inquiries and Clarifications

**Call Keerthi Wijesekara (0112559315, 0718161110)**

# Writing Workplace Documents

## Rationale

Officers in organizations are sometimes faced with the dilemma of writing documents with formats that they are not used to. "Writing workplace documents" is a program designed to introduce all official documents and their formats to be used correctly.

## Target Group

This is targeted at all staff officers.

## Objective

To introduce all types of office documents including all types of letters , memos , agendas , meeting minutes and their use.

## Contents

- Types of work place documents
- Formats
- Business grammar
- Essential vocabulary
- Plain english
- Tips for editing documents

## Method

Contents would be covered through interactive lectures, group discussions, individual assignments and group activities.

## Duration

2 days

## Class size

Maximum 30 participants

## Cost per head

Rs. 8,000 per person. Group discounts (5%) are available for those institutions who send more than 5 participants. (The fee include the design, delivery of the course, the developing and producing training material, lecture room charges, computer usages charges, facilitation charges and lunch)

## Dates

Dates will be announced when adequate number of participants has been registered for the program.

## **Other details**

It is a non-residential course.

## **Inquiries and Clarifications**

**Call Keerthi Wijesekara (0112559315, 0718161110)**

## **How to apply**

Use the application form available at the end of the prospectus and fax (011 2552474) or email it to [keerthi@dlcsrilanka.org](mailto:keerthi@dlcsrilanka.org)

Application form could be downloaded from the DLC website  
[www.dlcsrilanka.org](http://www.dlcsrilanka.org)

## Rationale

Many have a problem of articulating their thoughts in to a document. Most of the time, the documents they produce have no focus. It is hard to understand the objectives of a document as the thoughts are dispersed.

There are problems about the structure of a document, style of writing, perspective of writing and even the angle of writing. Most of the time, those are not appropriate to the topic, objectives or the target group.

Those documents are often either lengthy or not formatted properly. There are grammatical errors, words not spelt out correctly, number usage is not correct and even there are errors about the tense of the sentences. Words are not carefully selected and at times, wrong words are used that pronounced similar to the intended word.

The training is expected to look both at these macro and micro issues of report writing.

## Target Group

The managers and other staff members who are responsible for writing reports

## Objective

At the end of the training program participants will be able to

- Identify the importance of designing the objectives of a report clearly having the target group in mind as the first step
- Describe how to identify the contents to be included
- State the importance of toning (its length, style of writing, formal/informal, use of words, etc) the report to suit the target group
- Describe how to structure a report to get the desired outcome
- Describe the importance of formatting
- Differentiate the “Introduction, Background, Abstract and Conclusions” in a report
- Describe how to arrange the contents in a logical and convincing order
- Identify and use the tools available in the Word packages for perfecting a report
- Write a sentence to express an idea clearly
- Review a sentence methodically
- Make sentences short by eliminating unnecessary words
- Combine sentences to establish meaningful associations
- Identify the mistakes in number usage

## Contents

- Effectiveness and efficiency aspects of report writing
- Getting the purpose clear
- Identifying the target group
- Structuring the report
- Style
- Formatting
- Sender's and receiver's angle
- Sections, paragraphs and sentences
- Introduction, body and end
- Sentence structures
- Sentence length
- Selecting words
- Use of numbers
- Capitalizing
- Use of ICT in report writing
- Reviewing

## Methodology

- Lectures
- Individual exercises
- Group work

## Duration

4 days

## Class size

Maximum 25 participants

## Cost per head

Rs. 18,000 per person. Group discounts (5%) are available for those institutions that send more than 5 participants.

## Dates

Dates will be announced when adequate number of participants has been registered for the program.

## Other details

It is a non-residential course. It will be held in two phases of two day each with an interval of at least two weeks.

## How to apply

Use the application form available at the end of the prospectus and fax (011 2552474) or email it to [keerthi@dlcsrilanka.org](mailto:keerthi@dlcsrilanka.org). Application form could be downloaded from the DLC website [www.dlcsrilanka.org](http://www.dlcsrilanka.org)

## Inquiries and Clarifications

**Call Keerthi Wijesekara (0112559315, 0718161110)**

# Training of Trainers

## Rationale

Many trainers conduct training programs without knowing the differences of education and training and differences of learning styles of children and adults. They also design training programs without a proper training need analysis. Sometimes training solutions are given to problems which require other management interventions. They have less training methods at their disposal and sometimes use inappropriate methods in conducting training.

They are unaware of the necessity of having a session plan and link all session plans to achieve the final objectives. They also fail in articulating training objectives and therefore fail to convince their clients about the training programs and also unable to evaluate the programs at the end.

Though they conduct training they have never viewed how they had performed in such a session. As a result the drawbacks visible for the trainees are not known to them.

This TOT program is aimed at addressing these gaps.

## Target Group

Trainers or those who aspire to become trainers

## Objective

At the end of the training program participants will be able to

- Identify the differences between education and training/ training and learning/ adults and children in learning
- List the factors that affects individual performance and describe how to assess the degree to which the competency gap is responsible for that performance
- Carry out a training need analysis
- Design training objectives based on such an analysis
- Design a curricula
- Design a session plan
- Describe different training methods and list the advantages and disadvantages of each
- Conduct a training session
- List the deficiencies they have in conducting a training session
- Design a Power-point presentation for a session
- Carryout a training evaluation for a given training program

## Contents

- Ice breaking and knowing each other
- Education and training
- Pedagogy and andragogy
- Unlearning and learning
- Why training?

- Alternatives to training
- Training cycle
- Training need analysis
- Setting training objectives
- Training Methods
- Functions and roles of a trainer
- Characteristics of a trainer
- Learning ladder
- Formulating a training program and preparation of a session plan
- Organizing logistics (layouts, equipments and other)
- Conducting training (introducing lecturer and subject, establishing the link among sessions, facilitating discussion, recapping, activities to connect with the theme)
- Training delivery
- Communication
- Knowing the audience
- Designing a communication
  - Purpose
  - Attention (Capturing attention)
  - Content (Information for decisions)
  - Final drive (motivate for action)
- Delivering
- Use of training equipment
- Presentation skill development- getting a long term plan drawn
- Listening and counseling
- Using internet for a rich learning experience
- Training evaluation (course evaluation and impact evaluation)
- Evaluating self and program of action for improvements-combining with the long term plan

## Methodology

- lectures
- group discussions
- role plays
- games
- simulations
- individual exercises
- session reviews

**Duration** 10 days

**Class size** Maximum 25 participants

## Cost per head

Rs. 24,500 per person. Group discounts (5%) are available for those institutions who send more than 5 participants.

## Dates

Dates will be announced when adequate number of participants has been registered for the program.

## Other details

It is a non-residential course. It will be held in two phases of five day each with an interval of at least two weeks.

## How to apply

Use the application form available at the end of the prospectus and fax (011 2552474) or email it to [keerthi@dlcsrilanka.org](mailto:keerthi@dlcsrilanka.org) Application form could be downloaded from the DLC website [www.dlcsrilanka.org](http://www.dlcsrilanka.org)

## Inquiries and Clarifications

**Call Keerthi Wijesekara (0112559315, 0718161110)**

# Business Development and Administration of SME (සූචී හා මධ්‍යම පරිමාණ ව්‍යාපාර සංවර්ධනය හා පරිපාලනය)

## Rationale/භාෂ්‍යත්වය

The SME has been identified as an important strategic sector to promote economic growth and social development in Sri Lanka. සූචී හා මධ්‍යම පරිමාණ ව්‍යාපාර කෙශ්‍රය රැටි ආර්ථික වර්ධනය හා සම්පූර්ණ සංවර්ධනයට දායක වන ප්‍රමුද කෙශ්‍රයන් සේ අදාළතාගෙන තිබේ. එම් කෙශ්‍රයන් දිගුවූ කළ යුතුය යන්න අදාළතාගෙන ඇති අංශ ප්‍රති දැක්වේ.

The main areas that have identified to improve are

1. Access to formal finance (විධිමත මුළු සඳහා ප්‍රශ්‍රීකරණ)
2. Access to business development services (එක්ස්ප්‍රෝල් සාව්‍යතින යොවා සඳහා ප්‍රශ්‍රීකරණ)
3. Access to improved business environment (දිගුවුතුකළ ව්‍යාපාර පරිසරයක වෙත ප්‍රශ්‍රීකරණ වීම)

මේ පාස්මාලට තමන්ගේම හෝ වෙනත් සූචී හා මධ්‍යම පරිමාණ ආයතනයක කටයුතු නිවෘත්ව කර ගෙන ගාම මිශ්‍යික වෘත්තිකින් ප්‍රශ්‍රීකරණ තිබේ සඳහා සකස් කොට තිබේ.

## Duration/පායමාලා කාලය

(සම්පූර්ණ දේශී කාලය පැය 36)

1. සත්‍ය අත්ත පායමාලාව (සෙනසුරුදා දින 6)
2. සත්‍ය දින පායමාලාව (සත්‍ය තුනක මූණ්‍ය ප්‍රතිච්‍රිත හා සිකුරාදා දින 6)

## Syllabus/විෂය කිරීදේශය

- 1. Business Planning (6 hrs) - ව්‍යාපාර සංස්ක්‍රිතකරණය (පැය 6)**
  - a. Incorporation/formation (සෙනසුරුපානය)
  - b. Setting business plans-SWOT/objectives/competitors (ව්‍යාපාර සංස්ක්‍රිත පිළියෙළ කිරීම (අදාළත/පරිමාර්ථ/තරුකරුවෙන්))
  - c. Company secretarial work (සමාගම ලේකම් කිහුවා)
  - d. Statutory requirements (ව්‍යවස්ථාපිත අවශ්‍යතාව)
- 2. Business Operations (6 hrs) - ව්‍යාපාර මෙහෙයුම් (පැය 6)**
  - a. Environment responsibility (පාරිසරික වගකීම්)
  - b. Social responsibility (සම්පූර්ණ වගකීම්)
  - c. Procurement, inventory (ප්‍රතිසම්පාදනය, තොග ගෙන ගැනීම්)
  - d. Production (නිෂ්පාදනය)
  - e. Project management (ව්‍යාපාර කළමනාකරණය)
- 3. Human Resources (9 hrs) - මානව සම්පත් (පැය 9)**
  - a. Compliance and policies (අනුකූලතාව හා ප්‍රතිපත්ති)
    - Working hours (වැඩිකරන පැය)
    - Attendance (පැවුම්)
    - Leave (නිවැඩු)
    - Overtime (අව්‍යිකාල)
    - Statutory holidays (ව්‍යාපාරුනුකුල නිවැඩු)
    - Late attendance (ම්‍රාද වී වැඩිව පැවුම්)
    - Unauthorized absenteeism (අවසර නොගෙන වැඩිව නොජිත්වීම්)

- **Labor laws at a glance** (කමිතර නිවි කෙටියෙන)
  - **EPF & ETF calculation and payments**  
(සේවක අර්ථ සාධක හා සේවා තියුණුකිකින්හෝ අරමුදුල  
මිනින දායක මුදල ගෙවනය හා ගෙවීම)
  - **Insurance** (රක්ෂණය)
- b. **Creating sustainable employment (Recruiting and hiring)**  
බාරත යිනියා ප්‍රජාතාන්ත්‍රික සේවකින් අක්‍රම්‍යාක කර ගැනීම හා බදා ගැනීම)
- c. **Retention of workers and motivation**  
(සේවකින් රඳවා ගැනීම හා අනිප්‍රේරණය)

#### 4. How Accounting System Works (12 hrs)

##### ගිණුම් පද්ධතිය වශේ කරන අයුරු (පැය 15)

- **Basic accounting functions** (මූලික ගිණුම්කරණ කාර්යාලය)
- **Documentation** (මිශ්‍යාලු පවත්වා ගැනීම)
- **Introduction to financial statements**  
(මුළු ප්‍රකාශන පිළිබඳ පැදිංචිම)
- **Cash flow management** (මුදල ප්‍රවාහ කළමනාකරණය)
- **Budgeting and forecasting**  
(අයවය සකස් කිරීම හා ප්‍රෝග්‍රැම්පත්‍රය)
- **Financial Management and reporting**  
(මුළු කළමනාකරණය හා වාර්තා කිරීම)
- **Tax implications** (බඳ අනුකූලතාවය)
- **Analytical Review** (විශ්‍යාලේෂණ සමාලෝචනය)
- **Financial Literacy** (මුළු සාක්ෂරතාවය)

#### Media/මාධ්‍යය

සිංහල හා ඉංග්‍රීසි

#### මැබේ ආයෝජනය

- සහි අනුත පාඨමාලාව: රු.24,500 (ආහාර SLIDA කැන්ටිම හාවතා කළ හැකිය)
- සහි දින පාඨමාලාව: රු.29,500 (දිවා සහ උදෙසාන හා සවස කෙටි ආහාර සමග) (එක ආයතනයින් තිබුනුවේ වඩා වැශි ගෙවනක සහභාගි විමුදී 10%ක වට්ටමක ලබා දේ.)

#### Inquiries/මෙමයේ

කිරීම් විශේෂීකර ලිංස් ඉගෙනුම මධ්‍යස්ථානය 0112559315, 0718161110  
මුද්‍රා හෙවිටිගම (පාඨමාල ප්‍රමුඛ සම්පූර්ණ දායක 0717394064)

# Understanding Civil Engineering Projects

## for Non Engineers

### Rationale

Many non-engineer managers have to deal with engineers and engineering projects. Without basic understanding how a civil engineering project is formulated, designed and executed it would be a challenge for the non-engineer manager to be a successful part of such a project. This program is aimed at filling that gap in the non-engineering manager, who sometimes will have to monitor and take part in the management of such projects and at times need to get the advice of engineers in taking decisions in relation to such projects.

### Target Group

Public officers who are involved or will be called upon to involve in Civil Engineering Project related work and irrigation / flood / disaster management

### Objective

At the end of the training program participants will be able to

- Identify the features in a topographical sheet/map
- Describe how the engineers use the topo sheet and other maps and associated data to identify the sites for location of culverts, irrigation reservoirs and anicuts, flood prone areas & also sites not vulnerable for landslides
- List the basic features of an irrigation reservoir and an anicut

- State the importance of each feature above and how their location and sizes are determined
- List the canal types in an irrigation schemes and the function of each type
- State the structures in a canal and the functions of each structure
- State the factors that affects the canal flow
- State how the cultivation season is planned and water issues done as per the cultivation calendar
- Describe the two main cultivation seasons and how the cultivation potential changes with the cultivation season
- Describe how the roads are traced and list the factors to be considered
- Describe the importance of proper investigations in a civil engineering project
- State the important quality control methods that should be adopted in a civil engineering site
- State the gestation periods that need to be set aside in civil engineering construction for settlement and strength
- State the myths prevalent among non-professionally trained workers
- State the decisions that needs to be taken by an engineer in a building construction site
- Explain a given network diagram correctly
- Describe the importance of having a network diagram for any seriously managed project
- Read maps; specifically flood maps and landslide vulnerable maps
- Describe structural and nonstructural measures that could be adopted in building disaster resistant houses

## Contents

- Essential features in a topographical sheet/map
- Identify sites for location of culverts, irrigation reservoirs and anicuts, flood prone areas & also sites not vulnerable for landslides using the topo sheet and other maps and associated data
- Basic features of an irrigation reservoir and an anicut and the importance of each feature
- Canal types in an irrigation schemes and the function of each type
- Structures in a canal and the functions of each structure
- Factors that affects the canal flow
- Season cultivation plan and water issues
- Main cultivation seasons
- Road layouts
- Investigations in a civil engineering project
- Quality control in a civil engineering site
- Gestation periods that need to be set aside in civil engineering construction for settlement and strength
- Myths prevalent among non-professionally trained workers
- Decisions that needs to be taken by an engineer in a building construction site
- Network diagrams and gnatt charts
- Disaster prevention by adopting best civil engineering practices

## Methodology

- Lectures
- Exercises
- Study tour to a building construction site
- Study tour to an irrigation scheme

**Duration** 6 days      **Class size** Maximum 30 participants

## Cost per head

Rs. 19,500 per person. Group discounts (5%) are available for those institutions who send more than 5 participants.

## Dates

Dates will be announced when adequate number of participants have been registered for the program.

## Other details

It is a non-residential course. It will be held in two phases of four day each with an interval of at least two weeks.

## How to apply

Use the application form available at the end of the prospectus and fax (011 2552474) or email it to [keerthi@dlcsrilanka.org](mailto:keerthi@dlcsrilanka.org). Application form could be downloaded from the DLC website [www.dlcsrilanka.org](http://www.dlcsrilanka.org)

## Inquiries and Clarifications

Call Keerthi Wijesekara (0112559315, 0718161110)

# DLC Facilities

**Located in SLIDA**  
(Fourth Floor,  
Sri Lanka Institute  
of Development  
Administration),  
in Colombo 7

## State-of-the-art video conferencing facility

30 active participants  
with personal  
microphones and 50  
other observers could be  
accommodated.



## Audio conferencing facilities available for all seminar rooms

## Two multi-media rooms equipped with computers

One with 25 and the other with  
50 computers (latter could be  
divided in to 25 and 25).



## Lobby

Spacious Lobby used as  
a lecture room when  
required



# DLC Picture Gallery



## **Specimen Application form to follow training programs at Distance Learning Centre**

Name of the Organization : .....

Contact Details :.....

# DLC

PROSPECTUS



"State owned institute under Ministry of Public Administration"

[www.dlcslanka.org](http://www.dlcslanka.org)